

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CUSTODIAN
PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs a variety of heavy-duty housekeeping and limited general maintenance work for an assigned City department and/or facility. Employee reports to assigned supervisor.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of duties in the care and cleaning of assigned City buildings, facilities and areas. Work is repetitive in nature requiring efficient performance of simple and heavy-duty building cleaning and maintenance duties. Work is performed under general supervision and is reviewed through inspection of completed tasks.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Sweeps, mops, vacuums and/or buffs floor surfaces.
- Cleans restroom and kitchen areas and replenishes paper supplies and soap as necessary.
- Cleans windows, walls, woodwork and/or light fixtures.
- Empties trash receptacles.
- Dusts furniture and fixtures.
- Replaces light bulbs and/or fluorescent tubes.
- Removes weeds and debris from parking lots.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

CUSTODIAN

Working knowledge of cleaning procedures.
Working knowledge of the layout of assigned buildings and facilities.
Ability to understand and follow oral and written instructions.
Ability to perform medium to heavy physical work.
Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Some experience in custodial work; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 1
Non-Exempt